

CITY OF WICHITA 1989/90 ANNUAL BUDGET

FUND: GENERAL
DEPARTMENT: FINANCE
DIVISION: ALL
COMBINED DETAIL SUMMARY

ACTIVITY NO: 110-40

| | 1987 ACTUAL | 1988 ADOPTED | 1988 REVISED | 1989 ADOPTED | 1990 ADOPTED |
|-------------------------------------|----------------|-----------------|-----------------|-----------------|-----------------|
| 110 Wages | 1,483,440 | 1,588,140 | 1,494,230 | 1,659,760 | 1,678,330 |
| 115 Overtime | | | | | |
| 121 Employee Benefits | 296,187 | 305,530 | 308,980 | 347,570 | 347,570 |
| 122 Group Life Insurance | 1,759 | 1,920 | 1,870 | 1,920 | 1,920 |
| 123 Group Health Insurance | 79,476 | 80,400 | 76,930 | 77,060 | 76,750 |
| | ----- | ----- | ----- | ----- | ----- |
| TOTAL PERSONAL SERVICES | 1,860,862 | 1,975,990 | 1,882,010 | 2,086,310 | 2,104,570 |
| 211 Electricity | | | | | |
| 212 Natural Gas | | | | | |
| 213 Water | | | | | |
| 214 Trash/Dump Fees | | | | | |
| 220 Communications | 36,353 | 28,850 | 28,830 | 28,830 | 28,830 |
| 230 Transportation Out of City | 1,845 | 1,000 | 980 | 1,000 | 1,000 |
| 231 Transportation In City | 438 | 470 | 470 | 470 | 470 |
| 240 Advertising | 2,788 | 3,500 | 2,200 | 2,100 | 2,100 |
| 250 Insurance | 70 | | | | |
| 260 Dues and Subscriptions | 3,199 | 2,940 | 2,800 | 3,200 | 3,000 |
| 270 Professional Services | 56,967 | 55,520 | 52,270 | 53,960 | 52,780 |
| 291 Office Automation | 35,280 | 36,820 | 36,820 | 38,420 | 38,240 |
| 292 Data Processing | 381,195 | 346,290 | 443,780 | 363,700 | 368,660 |
| 293 Central Maintenance | | | | | |
| 294 Motor Pool | 2,690 | 2,990 | 2,990 | 3,030 | 3,090 |
| 295 Other Contractuals | 16,406 | 18,200 | 17,230 | 17,730 | 17,980 |
| | ----- | ----- | ----- | ----- | ----- |
| TOTAL CONTRACTUAL SERVICES | 537,231 | 496,580 | 588,370 | 512,440 | 516,150 |
| 310 Office Supplies | 99,088 | 105,730 | 103,170 | 102,240 | 103,000 |
| 320 Clothing and Linen | 64 | 160 | 60 | 60 | 60 |
| 330 Food, Drugs and Chemicals | | 100 | | 60 | 60 |
| 340 Operating Supplies Buildings | | | | | |
| 350 Repair Parts Buildings | 2,058 | | | | |
| 360 Operating Supplies Equipment | | 100 | 100 | 100 | 100 |
| 370 Repair Parts Equipment | 1,852 | 3,350 | 2,670 | 3,070 | 3,270 |
| 380 Operating Supplies Construction | | | | | |
| 390 Minor Apparatus/Tools | | | | | |
| 395 Other Commodities | 10 | | | | |
| | ----- | ----- | ----- | ----- | ----- |
| TOTAL COMMODITIES | 103,072 | 109,440 | 106,000 | 105,530 | 106,490 |
| 400 TOTAL CAPITAL OUTLAY | 11,172 | 5,130 | | | |
| TOTAL OTHER | 156 | | | | |
| TOTAL | 2,512,493 | 2,587,140 | 2,576,380 | 2,704,280 | 2,727,210 |

FINANCE DEPARTMENT SUMMARY

The Finance Department monitors and coordinates financial resources and supplies for all departments. The Budget and Management Division supervises the development and administration of the annual operating budget. The City Clerk's office is responsible for maintaining all official City records and preparing minutes of City Council meetings. The Controller's Division directs general accounting and payroll activity. Purchasing ensures the economical purchase of supplies and services and overseas central stores. Retirement and Insurance coordinates the retirement systems, life and health insurance programs, and the deferred compensation program. Treasury is the collection and distribution agency for City funds and handles fund investment for maximum yield.

Budget Highlights

The 1989 Adopted Budget reflects an increase of \$117,140 (4.5%) over the 1988 Adopted Budget.

- ° Personnel costs account for 77.1% of the total budget.
- ° The number of positions for 1989 are 77 full-time and one part-time. These totals include Internal Service Funds (i.e., Stationery Stores, Data Processing, and Self-Insurance).
- ° Contractual Services increased \$15,860 (3.2%), which is largely attributed to increased Sedgwick County Data Processing charges.
- ° Commodities decreased \$3,910 (3.6%), a result of reduced charges on the new copy machines and reduced purchases of forms due to the new finance system.
- ° The Finance Department is implementing an automated finance system in 1988, replacing an existing County-operated accounting and payroll system.
- ° The Department of Finance reorganization is in progress; it is being developed in conjunction with the Loaned Executive Assistance Program (LEAP) recommendations.

Budget Summary

| | <u>1988 Adopted</u> | <u>1988 Revised</u> | <u>1989 Adopted</u> | <u>1990 Adopted</u> |
|----------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Personal Services | \$1,975,990 | \$1,882,010 | \$2,086,310 | \$2,104,570 |
| Contractual Services | 496,580 | 588,370 | 512,440 | 516,150 |
| Commodities | 109,440 | 106,000 | 105,530 | 106,490 |
| Capital Outlay | 5,130 | | | |
| Total | <u>\$2,587,140</u> | <u>\$2,576,380</u> | <u>\$2,704,280</u> | <u>\$2,727,210</u> |

CITY OF WICHITA 1989/90 ANNUAL BUDGET

FUND: GENERAL
DEPARTMENT: FINANCE
DIVISION: DIRECTOR'S OFFICE

ACTIVITY NO: 110-40-700-50000

| | 1987 ACTUAL | 1988 ADOPTED | 1988 REVISED | 1989 ADOPTED | 1990 ADOPTED |
|-------------------------------------|----------------|-----------------|-----------------|-----------------|-----------------|
| 110 Wages | 83,476 | 98,220 | 100,830 | 104,240 | 105,830 |
| 115 Overtime | | | | | |
| 121 Employee Benefits | 16,667 | 18,900 | 20,860 | 21,110 | 21,110 |
| 122 Group Life Insurance | 99 | 120 | 130 | 120 | 120 |
| 123 Group Health Insurance | 4,472 | 4,970 | 5,150 | 5,150 | 4,840 |
| | ----- | ----- | ----- | ----- | ----- |
| TOTAL PERSONAL SERVICES | 104,714 | 122,210 | 126,970 | 130,620 | 131,900 |
| 211 Electricity | | | | | |
| 212 Natural Gas | | | | | |
| 213 Water | | | | | |
| 214 Trash/Dump Fees | | | | | |
| 220 Communications | 2,968 | 1,780 | 1,780 | 1,780 | 1,780 |
| 230 Transportation Out of City | 1,230 | 1,000 | 980 | 1,000 | 1,000 |
| 231 Transportation In City | | | | | |
| 240 Advertising | 6 | | | | |
| 250 Insurance | 50 | | | | |
| 260 Dues and Subscriptions | 151 | | 150 | 470 | 470 |
| 270 Professional Services | | | | | |
| 291 Office Automation | | | | | |
| 292 Data Processing | | | | | |
| 293 Central Maintenance | | | | | |
| 294 Motor Pool | | | | | |
| 295 Other Contractuals | | | | | |
| | ----- | ----- | ----- | ----- | ----- |
| TOTAL CONTRACTUAL SERVICES | 4,405 | 2,780 | 2,910 | 3,250 | 3,250 |
| 310 Office Supplies | 3,150 | 1,230 | 1,280 | 1,280 | 1,330 |
| 320 Clothing and Linen | | | | | |
| 330 Food, Drugs and Chemicals | | | | | |
| 340 Operating Supplies Buildings | | | | | |
| 350 Repair Parts Buildings | | | | | |
| 360 Operating Supplies Equipment | | 100 | 100 | 100 | 100 |
| 370 Repair Parts Equipment | | | | | |
| 380 Operating Supplies Construction | | | | | |
| 390 Minor Apparatus/Tools | | | | | |
| 395 Other Commodities | 10 | | | | |
| | ----- | ----- | ----- | ----- | ----- |
| TOTAL COMMODITIES | 3,160 | 1,330 | 1,380 | 1,380 | 1,430 |
| 400 TOTAL CAPITAL OUTLAY | 2,979 | | | | |
| TOTAL OTHER | | | | | |
| TOTAL | 115,258 | 126,320 | 131,260 | 135,250 | 136,580 |

CITY OF WICHITA 1989/90 ANNUAL BUDGET

FUND: GENERAL
DEPARTMENT: FINANCE
DIVISION: DIRECTOR'S OFFICE

ACTIVITY NO.: 110-40-700-50000

The Director's responsibilities are to provide fiscal support programs and direction for all City departments, monitor all Federal, State and Local financial budgets and to render advice and services as requested by the City Manager and City Council. Duties of the Director include: coordination of all accounting, auditing, bookkeeping, office automation/data processing, billing and purchasing activities for the City, and responsibilities of City Clerk's position, deleted for 1988 in the City Clerk's Division. Additionally, the Director is charged with the task of coordinating and supervising the preparation of the City's budget, investment policies, retirement systems, and risk management systems.

| POSITION TITLE | POSITIONS | | 1989 | | 1988 ADOPTED | 1988 REVISED | 1989 ADOPTED |
|--------------------------------|----------------|----------------|----------------|---------------------|-----------------|-----------------|-----------------|
| | 1987 BUDGET | 1988 BUDGET | 1989 BUDGET | EMPLOYMENT RANGE | | | |
| Director of Finance/City Clerk | 1 | 1 | 1 | E-4 | 52,000 | 54,600 | 54,600 |
| Financial Analyst | 0 | 1 | 1 | 626 | 23,920 | 23,920 | 26,450 |
| Administrative Secretary | 0 | 1 | 1 | 620 | 21,720 | 21,720 | 22,560 |
| Subtotal | 1 | 3 | 3 | | 97,640 | 100,240 | 103,610 |
| ADD: | | | | | | | |
| Longevity | | | | | 200 | 200 | 230 |
| Year End Payroll Accrual | | | | | 380 | 390 | 400 |
| TOTAL | | | | | 98,220 | 100,830 | 104,240 |

CITY OF WICHITA 1989/90 ANNUAL BUDGET

FUND: GENERAL
DEPARTMENT: FINANCE
DIVISION: BUDGET AND MANAGEMENT

ACTIVITY NO: 110-40-060-50000

| | 1987 ACTUAL | 1988 ADOPTED | 1988 REVISED | 1989 ADOPTED | 1990 ADOPTED |
|-------------------------------------|----------------|-----------------|-----------------|-----------------|-----------------|
| 110 Wages | 199,160 | 222,380 | 176,930 | 227,840 | 231,740 |
| 115 Overtime | | | | | |
| 121 Employee Benefits | 39,765 | 42,780 | 36,610 | 47,950 | 47,950 |
| 122 Group Life Insurance | 236 | 270 | 220 | 260 | 260 |
| 123 Group Health Insurance | 10,670 | 11,260 | 9,030 | 10,530 | 10,600 |
| | ----- | ----- | ----- | ----- | ----- |
| TOTAL PERSONAL SERVICES | 249,831 | 276,690 | 222,790 | 286,580 | 290,550 |
| 211 Electricity | | | | | |
| 212 Natural Gas | | | | | |
| 213 Water | | | | | |
| 214 Trash/Dump Fees | | | | | |
| 220 Communications | 5,054 | 4,030 | 4,030 | 4,030 | 4,030 |
| 230 Transportation Out of City | | | | | |
| 231 Transportation In City | | | | | |
| 240 Advertising | | | | | |
| 250 Insurance | | | | | |
| 260 Dues and Subscriptions | 227 | 400 | 350 | 350 | 350 |
| 270 Professional Services | 9,585 | | | | |
| 291 Office Automation | 9,900 | 10,340 | 10,340 | 10,760 | 10,710 |
| 292 Data Processing | 3,485 | 4,050 | 160 | 4,050 | 4,050 |
| 293 Central Maintenance | | | | | |
| 294 Motor Pool | 82 | 200 | 200 | 250 | 250 |
| 295 Other Contractuals | 59 | 400 | 70 | 70 | 70 |
| | ----- | ----- | ----- | ----- | ----- |
| TOTAL CONTRACTUAL SERVICES | 28,392 | 19,420 | 15,150 | 19,510 | 19,460 |
| 310 Office Supplies | 9,206 | 9,000 | 11,070 | 10,990 | 10,990 |
| 320 Clothing and Linen | | | | | |
| 330 Food, Drugs and Chemicals | | | | | |
| 340 Operating Supplies Buildings | | | | | |
| 350 Repair Parts Buildings | | | | | |
| 360 Operating Supplies Equipment | | | | | |
| 370 Repair Parts Equipment | 230 | 100 | 100 | 100 | 100 |
| 380 Operating Supplies Construction | | | | | |
| 390 Minor Apparatus/Tools | | | | | |
| 395 Other Commodities | | | | | |
| | ----- | ----- | ----- | ----- | ----- |
| TOTAL COMMODITIES | 9,436 | 9,100 | 11,170 | 11,090 | 11,090 |
| 400 TOTAL CAPITAL OUTLAY | | 730 | | | |
| TOTAL OTHER | | | | | |
| TOTAL | 287,659 | 305,940 | 249,110 | 317,180 | 321,100 |

CITY OF WICHITA 1989/90 ANNUAL BUDGET

FUND: GENERAL
DEPARTMENT: FINANCE
DIVISION: BUDGET AND MANAGEMENT

ACTIVITY NO.: 110-40-060-50000

The Budget and Management Division supervises the development and administration of the annual operating budget. This division also advises the City Manager and the Director of Finance on budget and associated financial matters. The major activity of this division is developing the budget between February and August. This includes responsibility for developing all preliminary information for both the governing body and City staff; for instructing all divisions and departments as to necessary and appropriate budgetary procedures; considering and reviewing all budget proposals; implementing all revisions directed by the governing body; and publishing the adopted budget document. Other duties include the daily administration of the operating, and CIP budgets, which entails reviewing personnel requisitions, capital outlay requests, budget transfers and financial studies for conformance to City policies. The Budget Office also prepares the City organization chart.

| POSITION TITLE | POSITIONS | | 1989 | | 1988 ADOPTED | 1988 REVISED | 1989 ADOPTED |
|---------------------------------|----------------|----------------|----------------|---------------------|-----------------|-----------------|-----------------|
| | 1987 BUDGET | 1988 BUDGET | 1989 BUDGET | EMPLOYMENT RANGE | | | |
| Research and Budget Officer | 1 | 1 | 1 | E-8 | 45,450 | 45,450 | 45,450 |
| Budget Coordinator | 1 | 1 | 1 | 631 | 36,560 | 36,560 | 37,970 |
| Administrative Analyst | 2 | 2 | 2 | 629 | 67,310 | 67,310 | 69,890 |
| Budget Analyst II | 2 | 2 | 2 | 626 | 50,000 | 50,000 | 54,770 |
| Administrative Secretary I | 1 | 0 | 0 | -- | 0 | 0 | 0 |
| Secretary | 0 | 1 | 1 | 618/19 | 20,740 | 20,740 | 17,910 |
| Subtotal | 7 | 7 | 7 | | 220,060 | 220,060 | 225,990 |
| ADD: Longevity | | | | | 1,470 | 1,470 | 980 |
| Year End Payroll Accrual | | | | | 850 | 850 | 870 |
| Less: Salary savings | | | | | 0 | (45,450) | |
| Total | | | | | 222,380 | 176,930 | 227,840 |

CITY OF WICHITA 1989/90 ANNUAL BUDGET

FUND: GENERAL
DEPARTMENT: FINANCE
DIVISION: CITY CLERK

ACTIVITY NO: 110-40-090-50000

| | 1987 ACTUAL | 1988 ADOPTED | 1988 REVISED | 1989 ADOPTED | 1990 ADOPTED |
|-------------------------------------|----------------|-----------------|-----------------|-----------------|-----------------|
| 110 Wages | 164,269 | 174,510 | 174,510 | 186,490 | 189,290 |
| 115 Overtime | | | | | |
| 121 Employee Benefits | 32,798 | 33,570 | 36,110 | 39,280 | 39,280 |
| 122 Group Life Insurance | 195 | 210 | 220 | 220 | 220 |
| 123 Group Health Insurance | 8,801 | 8,830 | 8,910 | 8,620 | 8,650 |
| | ----- | ----- | ----- | ----- | ----- |
| TOTAL PERSONAL SERVICES | 206,063 | 217,120 | 219,750 | 234,610 | 237,440 |
| 211 Electricity | | | | | |
| 212 Natural Gas | | | | | |
| 213 Water | | | | | |
| 214 Trash/Dump Fees | | | | | |
| 220 Communications | 3,995 | 3,340 | 3,340 | 3,340 | 3,340 |
| 230 Transportation Out of City | | | | | |
| 231 Transportation In City | | | | | |
| 240 Advertising | | | | | |
| 250 Insurance | | | | | |
| 260 Dues and Subscriptions | 360 | | | | |
| 270 Professional Services | 6,812 | 10,870 | 7,870 | 9,560 | 8,380 |
| 291 Office Automation | 17,640 | 17,750 | 17,750 | 18,460 | 18,370 |
| 292 Data Processing | 15,480 | 17,840 | 13,660 | 20,350 | 25,360 |
| 293 Central Maintenance | | | | | |
| 294 Motor Pool | | | | | |
| 295 Other Contractuals | 7,650 | 8,000 | 8,000 | 8,500 | 8,750 |
| | ----- | ----- | ----- | ----- | ----- |
| TOTAL CONTRACTUAL SERVICES | 51,937 | 57,800 | 50,620 | 60,210 | 64,200 |
| 310 Office Supplies | 13,920 | 17,000 | 14,770 | 15,070 | 15,570 |
| 320 Clothing and Linen | | | | | |
| 330 Food, Drugs and Chemicals | | | | | |
| 340 Operating Supplies Buildings | | | | | |
| 350 Repair Parts Buildings | | | | | |
| 360 Operating Supplies Equipment | | | | | |
| 370 Repair Parts Equipment | 512 | 1,400 | 1,400 | 1,600 | 1,800 |
| 380 Operating Supplies Construction | | | | | |
| 390 Minor Apparatus/Tools | | | | | |
| 395 Other Commodities | | | | | |
| | ----- | ----- | ----- | ----- | ----- |
| TOTAL COMMODITIES | 14,432 | 18,400 | 16,170 | 16,670 | 17,370 |
| 400 TOTAL CAPITAL OUTLAY | | | | | |
| TOTAL OTHER | 11 | | | | |
| TOTAL | 272,443 | 293,320 | 286,540 | 311,490 | 319,010 |

CITY OF WICHITA 1989/90 ANNUAL BUDGET

FUND: GENERAL
DEPARTMENT: FINANCE
DIVISION: CONTROLLER

ACTIVITY NO: 110-40-660-50000

| | 1987 ACTUAL | 1988 ADOPTED | 1988 REVISED | 1989 ADOPTED | 1990 ADOPTED |
|-------------------------------------|----------------|-----------------|-----------------|-----------------|-----------------|
| 110 Wages | 408,726 | 430,760 | 414,690 | 445,840 | 447,300 |
| 115 Overtime | | | | | |
| 121 Employee Benefits | 81,607 | 82,870 | 85,800 | 93,890 | 93,890 |
| 122 Group Life Insurance | 485 | 520 | 520 | 510 | 510 |
| 123 Group Health Insurance | 21,898 | 21,810 | 21,810 | 20,610 | 20,450 |
| | ----- | ----- | ----- | ----- | ----- |
| TOTAL PERSONAL SERVICES | 512,716 | 535,960 | 522,820 | 560,850 | 562,150 |
| 211 Electricity | | | | | |
| 212 Natural Gas | | | | | |
| 213 Water | | | | | |
| 214 Trash/Dump Fees | | | | | |
| 220 Communications | 10,356 | 8,160 | 8,160 | 8,160 | 8,160 |
| 230 Transportation Out of City | | | | | |
| 231 Transportation In City | | | | | |
| 240 Advertising | 2,660 | 2,000 | 2,000 | 2,000 | 2,000 |
| 250 Insurance | | | | | |
| 260 Dues and Subscriptions | 1,776 | 1,600 | 1,600 | 1,600 | 1,600 |
| 270 Professional Services | 40,470 | 44,400 | 44,400 | 44,400 | 44,400 |
| 291 Office Automation | | 550 | 550 | 570 | 570 |
| 292 Data Processing | 307,050 | 273,030 | 348,200 | 282,590 | 282,590 |
| 293 Central Maintenance | | | | | |
| 294 Motor Pool | | | | | |
| 295 Other Contractuals | 148 | 250 | 250 | 250 | 250 |
| | ----- | ----- | ----- | ----- | ----- |
| TOTAL CONTRACTUAL SERVICES | 362,460 | 329,990 | 405,160 | 339,570 | 339,570 |
| 310 Office Supplies | 16,238 | 17,000 | 17,000 | 17,000 | 17,000 |
| 320 Clothing and Linen | | | | | |
| 330 Food, Drugs and Chemicals | | | | | |
| 340 Operating Supplies Buildings | | | | | |
| 350 Repair Parts Buildings | | | | | |
| 360 Operating Supplies Equipment | | | | | |
| 370 Repair Parts Equipment | 382 | 650 | 650 | 650 | 650 |
| 380 Operating Supplies Construction | | | | | |
| 390 Minor Apparatus/Tools | | | | | |
| 395 Other Commodities | | | | | |
| | ----- | ----- | ----- | ----- | ----- |
| TOTAL COMMODITIES | 16,620 | 17,650 | 17,650 | 17,650 | 17,650 |
| 400 TOTAL CAPITAL OUTLAY | 2,166 | | | | |
| TOTAL OTHER | | | | | |
| TOTAL | 893,962 | 883,600 | 945,630 | 918,070 | 919,370 |

CITY OF WICHITA 1989/90 ANNUAL BUDGET

FUND: GENERAL
DEPARTMENT: FINANCE
DIVISION: CONTROLLER

ACTIVITY NO.: 110-40-660-50000

The responsibility of the Controller's Office is to direct the general accounting, auditing and payroll activities of the City. In addition, this division also coordinates the debt and capital improvement program, develops accounting and auditing programs, advises the Director of Finance and the City Manager on accounting and auditing matters, and provides financial statements to administrative officials. This division's goal is the continued improvement of accounting systems and financial information, so that internal control against, waste, inefficiency and financial infidelity are strengthened, and so that interested parties can be better informed about the City's financial condition and operation.

| POSITION TITLE | POSITIONS | | 1989 EMPLOYMENT | | 1988 | 1988 | 1989 |
|---|----------------|----------------|-----------------|--------|-----------------|-----------------|-----------------|
| | 1987 BUDGET | 1988 BUDGET | 1989 BUDGET | RANGE | ADOPTED | REVISED | ADOPTED |
| Controller | 1 | 1 | 1 | E-9 | 43,290 | 44,800 | 44,800 |
| Senior Accountant | 1 | 1 | 1 | 629 | 33,650 | 33,650 | 33,230 |
| Accountant III | 1 | 1 | 1 | 628 | 32,000 | 32,000 | 33,230 |
| Accountant II | 4 | 4 | 4 | 626 | 118,890 | 118,890 | 123,460 |
| Accountant I | 1 | 1 | 1 | 623 | 25,030 | 25,030 | 25,990 |
| Account Clerk III | 2 | 2 | 2 | 621 | 45,520 | 45,520 | 47,270 |
| Account Clerk II | 4 | 4 | 4 | 619 | 82,970 | 82,970 | 86,160 |
| Secretary | 1 | 1 | 1 | 618/19 | 20,740 | 20,740 | 21,540 |
| Account Clerk I | 1 | 1 | 1 | 617 | 18,950 | 18,950 | 19,680 |
| Clerk II | 1 | 1 | 1 | 615 | 16,620 | 16,620 | 17,260 |
| Subtotal | 17 | 17 | 17 | | 437,660 | 439,170 | 452,620 |
| ADD: Longevity | | | | | 6,110 | 6,110 | 6,520 |
| Year End Payroll Accrual | | | | | 1,680 | 1,690 | 1,740 |
| LESS: 1/2 Accountant II (charged to Worker's Compensation) | | | | | (14,690) | (14,690) | (15,040) |
| Salary savings | | | | | 0 | (17,590) | 0 |
| TOTAL | | | | | 430,760 | 414,690 | 445,840 |

CITY OF WICHITA 1989/90 ANNUAL BUDGET

FUND: GENERAL
DEPARTMENT: FINANCE
DIVISION: PURCHASING

ACTIVITY NO: 110-40-900-50000

| | 1987 ACTUAL | 1988 ADOPTED | 1988 REVISED | 1989 ADOPTED | 1990 ADOPTED |
|-------------------------------------|----------------|-----------------|-----------------|-----------------|-----------------|
| 110 Wages | 235,653 | 244,780 | 246,380 | 255,850 | 258,630 |
| 115 Overtime | | | | | |
| 121 Employee Benefits | 47,051 | 47,090 | 50,800 | 53,710 | 53,710 |
| 122 Group Life Insurance | 279 | 300 | 310 | 300 | 300 |
| 123 Group Health Insurance | 12,625 | 12,390 | 12,580 | 11,830 | 11,830 |
| | ----- | ----- | ----- | ----- | ----- |
| TOTAL PERSONAL SERVICES | 295,608 | 304,560 | 310,070 | 321,690 | 324,470 |
| 211 Electricity | | | | | |
| 212 Natural Gas | | | | | |
| 213 Water | | | | | |
| 214 Trash/Dump Fees | | | | | |
| 220 Communications | 5,486 | 5,010 | 5,010 | 5,010 | 5,010 |
| 230 Transportation Out of City | 615 | | | | |
| 231 Transportation In City | | | | | |
| 240 Advertising | 105 | 1,500 | 200 | 100 | 100 |
| 250 Insurance | | | | | |
| 260 Dues and Subscriptions | 347 | 300 | 300 | 500 | 300 |
| 270 Professional Services | | 250 | | | |
| 291 Office Automation | 7,740 | 7,960 | 7,960 | 8,280 | 8,240 |
| 292 Data Processing | 27,650 | 25,530 | 41,590 | 26,550 | 26,430 |
| 293 Central Maintenance | | | | | |
| 294 Motor Pool | 205 | 210 | 210 | 200 | 200 |
| 295 Other Contractuals | 246 | 300 | 200 | 200 | 200 |
| | ----- | ----- | ----- | ----- | ----- |
| TOTAL CONTRACTUAL SERVICES | 42,394 | 41,060 | 55,470 | 40,840 | 40,480 |
| 310 Office Supplies | 15,983 | 19,000 | 19,000 | 16,940 | 16,940 |
| 320 Clothing and Linen | | | | | |
| 330 Food, Drugs and Chemicals | | 100 | | 60 | 60 |
| 340 Operating Supplies Buildings | | | | | |
| 350 Repair Parts Buildings | | | | | |
| 360 Operating Supplies Equipment | | | | | |
| 370 Repair Parts Equipment | 358 | | 150 | 350 | 350 |
| 380 Operating Supplies Construction | | | | | |
| 390 Minor Apparatus/Tools | | | | | |
| 395 Other Commodities | | | | | |
| | ----- | ----- | ----- | ----- | ----- |
| TOTAL COMMODITIES | 16,341 | 19,100 | 19,150 | 17,350 | 17,350 |
| 400 TOTAL CAPITAL OUTLAY | | 4,400 | | | |
| TOTAL OTHER | | | | | |
| TOTAL | 354,343 | 369,120 | 384,690 | 379,880 | 382,300 |

CITY OF WICHITA 1989/90 ANNUAL BUDGET

FUND: GENERAL
DEPARTMENT: FINANCE
DIVISION: PURCHASING

ACTIVITY NO.: 110-40-900-50000

This division serves as the City's centralized purchasing office, allowing for the highest quality merchandise for the lowest possible cost. Activities include processing requisitions and purchase orders, taking and analyzing bids, disposing of all surplus and condemned City property, and selling State right-of-way property. The Purchasing Division also administers the self-sustaining Stationery Stores/Duplicating/Microfilming operations. This enables departments to receive duplicating and microfilming services and office supplies as well as providing a mechanism to assess switchboard, postage, office machine maintenance, legal advertising, and vehicle registration costs to the departments. Finally, the Purchasing Division also oversees the City's Vehicle Liability and Building and Contents Insurance program and Risk Management activities.

| POSITION TITLE | POSITIONS | | 1989 | | 1988 ADOPTED | 1988 REVISED | 1989 ADOPTED |
|------------------------------|----------------|----------------|----------------|-----------------------------|-----------------|-----------------|-----------------|
| | 1987 BUDGET | 1988 BUDGET | 1989 BUDGET | 1989 EMPLOYMENT RANGE | | | |
| Purchasing Manager | 1 | 1 | 1 | E-9 | 45,750 | 47,350 | 47,350 |
| Assistant Purchasing Manager | 1 | 1 | 1 | 629 | 33,650 | 33,650 | 34,940 |
| Senior Buyer | 1 | 1 | 1 | 627 | 30,440 | 30,440 | 31,610 |
| Buyer | 2 | 2 | 2 | 626 | 55,980 | 55,980 | 58,920 |
| Secretary | 3 | 2 | 2 | 618/619 | 37,590 | 37,590 | 40,000 |
| Account Clerk I | 1 | 1 | 1 | 617 | 18,950 | 18,950 | 19,680 |
| Data Control Clerk | 1 | 1 | 1 | 617 | 18,950 | 18,950 | 19,680 |
| Subtotal | 10 | 9 | 9 | | 241,310 | 242,910 | 252,180 |
| ADD: Longevity | | | | | 2,540 | 2,540 | 2,700 |
| Year End Payroll Accrual | | | | | 930 | 930 | 970 |
| TOTAL | | | | | 244,780 | 246,380 | 255,850 |

CITY OF WICHITA 1989/90 ANNUAL BUDGET

FUND: GENERAL
DEPARTMENT: FINANCE
DIVISION: RETIREMENT AND INSURANCE

ACTIVITY NO: 110-40-940-50000

| | 1987 ACTUAL | 1988 ADOPTED | 1988 REVISED | 1989 ADOPTED | 1990 ADOPTED |
|-------------------------------------|----------------|-----------------|-----------------|-----------------|-----------------|
| 110 Wages | 79,033 | 81,780 | 83,180 | 85,370 | 86,510 |
| 115 Overtime | | | | | |
| 121 Employee Benefits | 15,780 | 15,730 | 17,210 | 17,980 | 17,980 |
| 122 Group Life Insurance | 94 | 100 | 100 | 100 | 100 |
| 123 Group Health Insurance | 4,234 | 4,140 | 4,250 | 3,950 | 3,960 |
| | ----- | ----- | ----- | ----- | ----- |
| TOTAL PERSONAL SERVICES | 99,141 | 101,750 | 104,740 | 107,400 | 108,550 |
| 211 Electricity | | | | | |
| 212 Natural Gas | | | | | |
| 213 Water | | | | | |
| 214 Trash/Dump Fees | | | | | |
| 220 Communications | 2,042 | 1,660 | 1,660 | 1,660 | 1,660 |
| 230 Transportation Out of City | | | | | |
| 231 Transportation In City | | | | | |
| 240 Advertising | 17 | | | | |
| 250 Insurance | | | | | |
| 260 Dues and Subscriptions | | 240 | | | |
| 270 Professional Services | | | | | |
| 291 Office Automation | | 110 | 110 | 230 | 230 |
| 292 Data Processing | 480 | 1,790 | 5,560 | 1,860 | 1,860 |
| 293 Central Maintenance | | | | | |
| 294 Motor Pool | | | | | |
| 295 Other Contractuals | 116 | 1,200 | 500 | 500 | 500 |
| | ----- | ----- | ----- | ----- | ----- |
| TOTAL CONTRACTUAL SERVICES | 2,655 | 5,000 | 7,830 | 4,250 | 4,250 |
| 310 Office Supplies | 10,733 | 9,500 | 8,060 | 8,260 | 8,470 |
| 320 Clothing and Linen | | | | | |
| 330 Food, Drugs and Chemicals | | | | | |
| 340 Operating Supplies Buildings | | | | | |
| 350 Repair Parts Buildings | | | | | |
| 360 Operating Supplies Equipment | | | | | |
| 370 Repair Parts Equipment | | | | | |
| 380 Operating Supplies Construction | | | | | |
| 390 Minor Apparatus/Tools | | | | | |
| 395 Other Commodities | | | | | |
| | ----- | ----- | ----- | ----- | ----- |
| TOTAL COMMODITIES | 10,733 | 9,500 | 8,060 | 8,260 | 8,470 |
| 400 TOTAL CAPITAL OUTLAY | 1,356 | | | | |
| TOTAL OTHER | 18 | | | | |
| TOTAL | 113,903 | 116,250 | 120,630 | 119,910 | 121,270 |

CITY OF WICHITA 1989/90 ANNUAL BUDGET

FUND: GENERAL
DEPARTMENT: FINANCE
DIVISION: RETIREMENT AND INSURANCE

ACTIVITY NO.: 110-40-940-50000

This division is responsible for the overall coordination and direction of the City retirement system, insurance program, and Deferred Compensation Plan of City employees. The division acts as the administrative arm for four boards -- the Wichita Employees' Retirement System Board, the Police and Fire Retirement System Board, the Wichita Municipal Employees' Group Life Insurance Plan Board, and the Deferred Compensation Plan Management Board -- which establish policy and programs. The Retirement and Insurance Director also serves as a voting member of the Management Board of the Deferred Compensation Plan.

The two insurance programs included as the responsibility of this division are:

1. Employees' Group Life Insurance Plan
2. Employees' Group Health Insurance Plan

| POSITION TITLE | POSITIONS | | 1989 EMPLOYMENT | | 1988 | | |
|-----------------------------------|-------------|-------------|-----------------|--------|---------------|---------------|---------------|
| | 1987 BUDGET | 1988 BUDGET | 1989 BUDGET | RANGE | ADOPTED | REVISED | ADOPTED |
| Retirement and Insurance Director | 1 | 1 | 1 | E-11 | 39,590 | 40,980 | 40,980 |
| Administrative Aide I | 1 | 1 | 1 | 620 | 21,720 | 21,720 | 22,560 |
| Secretary | 1 | 1 | 1 | 618/19 | 19,370 | 19,370 | 20,670 |
| Subtotal | 3 | 3 | 3 | | 80,680 | 82,070 | 84,210 |
| ADD: Longevity | | | | | 790 | 790 | 840 |
| Year End Payroll Accrual | | | | | 310 | 320 | 320 |
| TOTAL | | | | | 81,780 | 83,180 | 85,370 |

CITY OF WICHITA 1989/90 ANNUAL BUDGET

FUND: GENERAL
DEPARTMENT: FINANCE
DIVISION: TREASURY

ACTIVITY NO: 110-40-980-50000

| | 1987 ACTUAL | 1988 ADOPTED | 1988 REVISED | 1989 ADOPTED | 1990 ADOPTED |
|-------------------------------------|----------------|-----------------|-----------------|-----------------|-----------------|
| 110 Wages | 313,123 | 335,710 | 297,710 | 354,130 | 359,030 |
| 115 Overtime | | | | | |
| 121 Employee Benefits | 62,519 | 64,590 | 61,590 | 73,650 | 73,650 |
| 122 Group Life Insurance | 371 | 400 | 370 | 410 | 410 |
| 123 Group Health Insurance | 16,776 | 17,000 | 15,200 | 16,370 | 16,420 |
| | ----- | ----- | ----- | ----- | ----- |
| TOTAL PERSONAL SERVICES | 392,789 | 417,700 | 374,870 | 444,560 | 449,510 |
| 211 Electricity | | | | | |
| 212 Natural Gas | | | | | |
| 213 Water | | | | | |
| 214 Trash/Dump Fees | | | | | |
| 220 Communications | 6,452 | 4,870 | 4,850 | 4,850 | 4,850 |
| 230 Transportation Out of City | | | | | |
| 231 Transportation In City | 438 | 470 | 470 | 470 | 470 |
| 240 Advertising | | | | | |
| 250 Insurance | 20 | | | | |
| 260 Dues and Subscriptions | 338 | 400 | 400 | 280 | 280 |
| 270 Professional Services | 100 | | | | |
| 291 Office Automation | | 110 | 110 | 120 | 120 |
| 292 Data Processing | 27,050 | 24,050 | 34,610 | 28,300 | 28,370 |
| 293 Central Maintenance | | | | | |
| 294 Motor Pool | 2,403 | 2,580 | 2,580 | 2,580 | 2,640 |
| 295 Other Contractuals | 8,187 | 8,050 | 8,210 | 8,210 | 8,210 |
| | ----- | ----- | ----- | ----- | ----- |
| TOTAL CONTRACTUAL SERVICES | 44,988 | 40,530 | 51,230 | 44,810 | 44,940 |
| 310 Office Supplies | 29,858 | 33,000 | 31,990 | 32,700 | 32,700 |
| 320 Clothing and Linen | 64 | 160 | 60 | 60 | 60 |
| 330 Food, Drugs and Chemicals | | | | | |
| 340 Operating Supplies Buildings | | | | | |
| 350 Repair Parts Buildings | 2,058 | | | | |
| 360 Operating Supplies Equipment | | | | | |
| 370 Repair Parts Equipment | 370 | 1,200 | 370 | 370 | 370 |
| 380 Operating Supplies Construction | | | | | |
| 390 Minor Apparatus/Tools | | | | | |
| 395 Other Commodities | | | | | |
| | ----- | ----- | ----- | ----- | ----- |
| TOTAL COMMODITIES | 32,350 | 34,360 | 32,420 | 33,130 | 33,130 |
| 400 TOTAL CAPITAL OUTLAY | 4,671 | | | | |
| TOTAL OTHER | 127 | | | | |
| TOTAL | 474,925 | 492,590 | 458,520 | 522,500 | 527,580 |

CITY OF WICHITA 1989/90 ANNUAL BUDGET

FUND: GENERAL
DEPARTMENT: FINANCE
DIVISION: TREASURY

ACTIVITY NO.: 110-40-980-50000

The Treasury Division is responsible for the collection and distribution of the City's revenue. Within this activity the City Treasurer is responsible for projecting cash balances, supervising all cash disbursements, maintaining cash position, administering investment of all funds including idle funds, developing collection procedures and systems, administering and supervising the licensing program and administering bond and note sales and debt management. The Treasury Office administers these functions through five sections: Collection, Records, Licensing, Investments, and Bonds. The Collection section receives and processes all payments made to the City, including the collection of water bills and all parking meter monies. The Records section is responsible for the detailed work involved for bank deposits, daily cash reports, and reconciliations. The License section is responsible for license records and providing regulatory field license inspections. The Investment section is responsible for keeping records pertaining to the number of investments, dollar amount invested and the return on all investments. The Bond section is responsible for maintaining current information on bond records relative to the City's debt status as well as making bond payments to the fiscal agents.

| POSITION TITLE | POSITIONS | | 1989 | | 1988 ADOPTED | 1988 REVISED | 1989 ADOPTED |
|------------------------------|----------------|----------------|---------------------------|---------------|-----------------|-----------------|-----------------|
| | 1987 BUDGET | 1988 BUDGET | 1989 EMPLOYMENT BUDGET | 1989 RANGE | | | |
| City Treasurer | 1 | 1 | 1 | E-10 | 40,470 | 40,470 | 40,470 |
| Deputy City Treasurer | 1 | 1 | 1 | 629 | 33,650 | 33,650 | 34,950 |
| Administrative Aide III | 1 | 1 | 1 | 625 | 27,580 | 27,580 | 28,640 |
| Accountant I | 1 | 1 | 1 | 623 | 25,030 | 25,030 | 25,990 |
| Administrative Aide II | 0 | 1 | 1 | 623 | 24,230 | 24,230 | 25,990 |
| Account Clerk III | 1 | 0 | 0 | -- | 0 | 0 | 0 |
| Account Clerk II | 1 | 1 | 1 | 619 | 18,780 | 18,780 | 20,410 |
| Cashier II | 1 | 1 | 1 | 619 | 18,500 | 18,500 | 20,280 |
| Account Clerk I | 3 | 3 | 3 | 617 | 54,710 | 54,710 | 57,760 |
| Parking Meter Coin Collector | 2 | 2 | 2 | 617 | 34,510 | 34,510 | 36,710 |
| Teller | 3 | 3 | 3 | 615 | 47,480 | 47,480 | 50,960 |
| Teller (P.T.-50%) | 1 | 1 | 1 | 615 | 7,070 | 7,070 | 7,730 |
| Subtotal | 16 | 16 | 16 | | 332,010 | 332,010 | 349,890 |
| ADD: Longevity | | | | | 2,420 | 2,420 | 2,900 |
| Year End Payroll Accrual | | | | | 1,280 | 1,280 | 1,340 |
| LESS: Salary savings | | | | | 0 | (38,000) | |
| TOTAL | | | | | 335,710 | 297,710 | 354,130 |